

SUBJECT: Inspectional Services	NUMBER: 2-27.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.20.01	APPROVED: Sheriff

I. POLICY

The purpose of this policy is to establish guidelines for maintaining organizational control within the department through line inspections. Each supervisory level within the department is required to exercise supervisory control through frequent and routine inspections.

II. DEFINITION

Line inspection is defined as an objective and purposeful observation and evaluation of an activity, event, equipment or personnel within the direct chain of command of the inspecting supervisor.

III. PROCEDURES

A. Line Inspections

1. Routine line inspections are used to ascertain compliance with department policy regulating dress code, weapons, ammunition, equipment and vehicles. Supervisory personnel shall use the appropriate approved forms when conducting a line inspection. The following forms are approved for line inspections:
 - a. Vehicle/Equipment Inspection Form
 - b. Daily Observation Report (Recruit)
2. Completed inspection sheets shall be forwarded to the appropriate division commander for review.
3. Sergeants shall conduct quarterly inspections of property, equipment, activities of uniformed personnel.
4. Training officers (FTO) shall conduct daily, documented inspections of recruits whom they are training to insure the recruits are being properly instructed in the use, care and maintenance of equipment and uniforms.
5. Deficiencies that cannot be immediately corrected are subject to re-inspection within seven (7) days. Upon re-inspection, if the deficiencies still exist, the inspecting supervisor shall submit a memorandum to his/her immediate supervisor.

B. Staff Inspections

1. Staff inspections may be both formal and informal. Staff inspections are not an inspection of the staff members themselves, but an inspection of areas under their control and provided as a management tool.
2. The primary concern of staff inspections is to determine if established policies/procedures are being followed and in compliance with applicable accreditation standards is being maintained, not that a particular person may be performing improperly.
3. Personnel are assigned by the Sheriff and have full authority to discharge the duties necessary to conduct staff inspections.
4. Deputies assigned to conduct staff inspections shall be given access, for the purpose of inspection, to appropriate department facilities, equipment and records.
5. Personnel shall cooperate with and assist deputies assigned to conduct staff inspections, recognizing that staff inspections are conducted under the authority of the Sheriff.
6. Staff inspections are conducted through the department on a routine basis or as directed by the Sheriff.

C. Spot Check Inspection

1. Spot check inspections are conducted continuously on an unscheduled basis, requiring no advance notification.
2. If a spot check inspection reveals the need for a more comprehensive inspection, the pre-inspection notification shall be initiated prior to a formal inspection.

D. Post Inspection Activity

1. Personnel conducting a formal staff inspection are responsible for the completion of a constructive report at the conclusion.

E. Follow-Up Inspections

1. At prescribed time intervals following the initial inspection, inspectors may be directed by the Sheriff to conduct follow-up inspections and report on the progress of the implementation of recommended changes.

F. Frequency of required Inspections

1. A staff inspection is conducted within each division at least once a year.
2. Line inspections that are generally conducted by first line supervisors are conducted

at the discretion of the captain.

3. An annual inventory of found, recovered, evidentiary, and agency-owned property is conducted to ensure the integrity of the property control system.
4. An annual staff inspection of the written performance evaluation system is conducted.

G. Inspection reports

1. All inspection reports are thoroughly reviewed by the Sheriff or his designee as a matter of policy.